

PART-TIME COMMUNICATIONS CONTRACTOR

Presbyterian Church of the Cross is an open and welcoming congregation, who seek to learn and grow in the Christian faith. We celebrate our congregational life through traditional worship, exceptional music, excellent education and energetic mission programs.

We are seeking a part-time Communications Contractor, who likes to identify, develop, write and share content that makes a difference in the lives of others.

Are you looking for a mission-minded role? Do you have a passion for collaboration? Are you a self-starter? Would others say that you have strong organizational and time management skills? If so, we'd like to hear from you!

As a part-time Communications Contractor, you will:

- Attend weekly staff meetings on Tuesday mornings (60-90 minutes)
- Understand upcoming events and determine how communications will play a role
- Create and manage social media content
- Ensure the church Website is relevant and up-to-date
- Manage digital signage throughout the church
- Create and manage e-mail campaigns
- Develop physical posters as an additional means of messaging

Preferred Attributes:

- High school education
- Experience in communications a plus
- Technical know-how and an interest in learning additional skills
- Knowledge of or willingness to learn Facebook, Tockify, Wordpress, Canva/Mvix, Constant Contact
- Home computer with Internet access

Note: The hourly rate and time commitment will be based on experience of the candidate.

To be considered for this difference-making opportunity, please e-mail your current resume and cover letter to rock@pcoc.us.